

Kent Park and Recreation Commission
Minutes, Monthly Meeting
June 10, 2019

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KENT TOWN CLERK

2019 JUN 12 P 12:05

BY *Dan Hanby*
TOWN CLERK

Members Present: Blythe Everett, John Grant, Lynn Harrington, Trisha McMahon, Michael Perkins, director Lesly Ferris.

Public and Invited Guests: None.

Park and Recreation Commission chairman Lynn Harrington called the meeting to order at 7:01 p.m.

Alternates: Mrs. Everett made a motion to elevate alternate Trisha McMahon. Mr. Grant seconded the motion, and the motion was approved unanimously.

Agenda: Mrs. Everett made a motion to accept the agenda as presented. Mr. Grant seconded the motion, and the motion was approved unanimously.

Minutes: Mrs. Everett made a motion to approve the minutes of the May 20, 2019 monthly meeting. Mr. Grant seconded the motion, and the motion was approved unanimously. Ms. Ferris noted the minutes of the May 22, 2019 special meeting, page 2 at the end of the first paragraph, should be changed to read "Ms. Smith Hanby said continued investment for maintenance and operations in a deteriorating pool and the lack of flexibility to save our budget for other projects is frustrating." Mr. Grant made a motion to approve the minutes of the May 22, 2019 special meeting as corrected. Ms. McMahon seconded the motion, and the motion was approved unanimously.

Correspondence: There was no correspondence.

Public and Invited Guests: There was no one present.

Director's Report: In addition to the written report provided prior to the meeting (attached), Mrs. Ferris reported on the CRPA Summer Quarterly on "Active Shooter/Workplace Violence: How to Prepare and How to Respond" that she attended June 6. (attached). She noted Town employees are required to provide a report to the Board of Selectmen after attending workshops and conferences. Ms. Ferris confirmed that she discusses with seasonal summer employees how to handle belligerent patrons. Ms. Ferris also reported the recently adopted policy wherein families applying for scholarship assistance, provided by the Kent Community Fund, first must be screened by the Social Services director if they are not known to her already has been working well and recently matched a family with other services.

Old Business: After-School Program: Ms. Ferris said the program's last day is June 13. She is advertising opening for program counselors for next school year. She will provide a financial report over the summer.

Parks: Emery Park projects: Mr. Grant said the park will be ready for opening. He is installing the last four parking barriers in the upper parking lot. The pool cleaning and repair is done. Ms. Ferris noted the processed stone has been installed on the pathway to the upper field and playground safety fiber around the playground also was installed. Mr. Grant reported sighting of bear tracks. Ms. Ferris will check the

air horn. Mr. Grant said the bottom of the pool should be looked at because it is cracking. Ms. Ferris said she hasn't received a reply from the letter she sent to the residents who live adjacent to the upper border of Emery Park from whom the commission is seeking permission to access the park through their property to facilitate removal of downed trees on the trail.

Kent Common Playground: Mr. Grant said he plans to put mulch around the flowering trees. Four trees need to be removed because they are dead. Ms. Ferris is coordinating power washing of the park playgrounds and the pavilion. Safety fiber was installed on the playground. Ms. Ferris has ordered vinegar solution that Mr. Grant will apply.

Parks' Master Plan Subcommittee: Ms. Ferris said Ms. Smith Hanby reports she expects to have the RFP/Q to the commission for its next meeting. Ms. Ferris suggested having a special meeting for this topic only.

Five-Year Capital Plan: There was no new discussion.

Sports Programs follow-up: Ms. Ferris reported spring baseball programs are finishing over the next two weeks. She is promoting summer Little League which would be a regional team. Ms. Ferris has sent out fall youth travel soccer registration information.

2018-19 Budget: Ms. Ferris provided the April 2019 monthly budget report (attached).

Summer Concert Series Follow-Up: Ms. McMahon said she has received donations from five sponsors for the summer concert series which covers \$2,250 of the \$2,500 total cost. Sponsors are Club Getaway, High Watch Recovery Center, Kent Lions Club, Kent Mobil, Marvelwood School. Ms. Ferris and Ms. McMahon now are working on signs of several different sizes. Mr. Grant said he recently heard Wanda Houston sing and is excited to hear her at the July 11 concert.

Proposed Summer Employee Hirings: Ms. Ferris said she anticipates having lifeguard candidates to hire. One lifeguard hire has contacted Ms. Ferris to say she would not be accepting the job.

Library carnival August 31, 2019: The commissioners discussed several ideas for a Park and Recreation activity at the carnival. Ms. McMahon said Park and Recreation should use this opportunity for self-promotion. Ms. McMahon and Mr. Perkins said they are available to help. The commission discussed the potential to offer a corn hole toss game with prizes. Mrs. Harrington will find out if the scouts are planning to offer something similar to this. Ms. Ferris asked the commission its thoughts on getting T-shirts to wear at Park and Recreation events. Ms. McMahon volunteered to work with Ms. Ferris on this. Ms. Ferris will be emailing commissioners to get T-shirt sizes.

Funding for Landscape Architect: There was no new discussion.

Emery Park Open House Date: The commission discussed having an end-of-summer party in place of an event at the start of the season due to conflicts with the summer concert series. The event could be

promoted at the concerts. The commission agreed to host an open house August 16, 4:30-6 p.m. at Emery Park. Ms. Ferris will contact Heather and Tobias to see if they could provide music.

New Business: 2019-2020 After-School Program Director recommendation: Ms. Ferris recommended offering a contract for the new school year to current director Susan Vizzari. Mrs. Harrington made a motion to hire Susan Vizzari as the After-School Program director for 2019-2020 school year following the Kent Center School calendar at \$18/hour. Mr. Grant seconded the motion, and the motion was approved unanimously.

The next Park and Recreation Commission meeting is July 15, 2019 at 7 p.m.

Mrs. Everett made a motion to adjourn the meeting at 7:37 p.m.

Lesly Ferris
Director

Minutes are not considered final until approved. Refer to the minutes from ensuing meeting for any changes and/or corrections.

Park and Recreation Director's Report

June 2019

From the May 2019 meeting:

- I contacted the applicants for the lifeguard and summer camp counselor positions and mailed each written letters. I also sent the necessary state and federal tax forms, I-9 form and policies to the two applicants who were hired.
- I called and emailed Mike Perkins, the new Park and Recreation Commission member. I filed the necessary paperwork with the Town Clerk.
- I have provided the Parks' Master Plan Subcommittee with some information for advertising rates for the landscape architect as well as some information for the RFP/Q.
- I contacted the Fire Department regarding permission to use the parking lot only at Kent Common Park for overflow parking for the Firemen's Ball.
- I have included the Library's community event for youth on August 31 on the meeting agenda as discussed.
- The commission is going to discuss alternate date for the Emery Park Open House due to its potential close proximity to the first summer concert series performance.

From the director:

After-School Program: I am advertising opening for program counselor for the 2019-2020 school year. I have helped out at the program several times in recent weeks.

Budget/Five-Year Capital Plan: I will bring budget report for April to the meeting.

Parks: The Inland Wetlands permit was approved for the repair of the pipe at the stream at the entrance to Kent Common Park. The processed gravel for the pathway at Emery Park has been delivered. A new layer of safety fiber will be installed at both playgrounds June 6. We are getting a load of stone dust for the walking path at Kent Common Park. I put new mulch in the Memory Garden at Kent Common Park.

Fee Programs: The Tang Soo Do and Chris Kiely's classes continue to meet weekly at the Community House.

Regional Recreation Directors: We will be meeting June 5 to talk about baseball programs, fall soccer and the June 7 regional senior luncheon.

Sports Programs: The baseball programs will run through mid-June with the Farm and Minor Little League programs having home games June 15 and the Farm team June 22. The tractor that is used to help prepare the ballfields for games needed repairs and the cost was shared 50/50 with the school and Park and Recreation. I have ordered baseball ribbons for the players, both travel and instructional.

Senior Activities: I have sent out mailings for June and July senior outings. The last Friday lunch for the school year was May 24. The program will resume September 13. There is a Father's Day luncheon at the Senior Center June 12.

Summer Staff: I continue to advertise and try to recruit lifeguards for this summer season. I have reached out to several entities and will continue these efforts. I am working on scheduling staff meetings for both camp staff and lifeguards.

Camp Kent: I continue to advertise the registration for Camp Kent. I have received three applications for scholarships to date. I am working with the Kent Community Fund and Social Services director on these scholarship requests. I also am finalizing details of the camp field trips and have ordered T-shirts that the campers will wear on these trips. Shirts are given out day of the trips, collected, washed and reused for the next trip.

Summer Programs: I continue to promote the Slamma-Jamma basketball camp, Summer with Shakespeare Camp that was offered last year as well as other regional camp programs. I am working with George Potts and Trisha McMahon on concert signage and promotion. Trisha continues to work on sponsorships for the summer concert series and now has four and one-half sponsors for the five total concerts.

Looking ahead ...

- Camp Kent opens June 24.
- Emery Park will open on or about June 24.

Kent Park and Recreation

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To: Board of Selectmen

From: Lesly Ferris



Date: June 10, 2019

Re: Workshop report

I attend the Connecticut Recreation and Parks Association Summer Quarterly June 6, 2019 entitled "Active Shooter/Workplace Violence: How to Prepare and How to Respond" which was held in Glastonbury.

The workshop focused on how to prepare and respond to an active shooter/intruder situation through use of training videos, review of best practices, discussion of actual incidents and questions and answers. We learned the importance of:

- "See Something, Say Something" – question anything that is other than normal
- Run-Hide-Fight response to an intruder/active shooter situation, which included watching the "Run-Hide-Fight" video (Houston version).
- Understanding your role in the event of an emergency as an individual, caretaker and part of a team
- Having a plan with if/then scenarios and rehearsing this plan
- Having a designated meeting place

The workshop provided valuable information that can be implemented within Park and Recreation programs, as well as in my role as Safety Committee chairman.

Thank you for this opportunity.

TOWN OF KENT
Park and Recreation Actual vs. Budget
July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
132-800 · Park & Recreation	250.00	250.00	0.00
132-810 · Park & Rec Pass	2,690.00	3,000.00	-310.00
132-820 · Park & Rec Sports	1,405.00	3,500.00	-2,095.00
132-830 · Park & Rec Classes	1,194.20	500.00	694.20
132-840 · Park & Rec Enrichment	10,363.00	11,000.00	-637.00
132-850 · Park & Rec Enrichment Camp	11,826.00	13,000.00	-1,174.00
132-860 · Bus Trips & Programs	380.00	1,000.00	-620.00
Total Income	<u>28,108.20</u>	<u>32,250.00</u>	<u>-4,141.80</u>
Gross Profit	28,108.20	32,250.00	-4,141.80
Expense			
E · Recreation			
023-000 · PARK & REC			
Compensation			
023-101 · Salary Director	41,769.34	50,512.00	-8,742.66
023-102 · Hourly Employees	30,479.43	43,843.00	-13,363.57
023-996 · Health	11,836.95	16,742.00	-4,905.05
023-997 · Pension	1,916.73	2,526.00	-609.27
023-998 · Social Security	5,416.94	7,218.00	-1,801.06
Total Compensation	<u>91,419.39</u>	<u>120,841.00</u>	<u>-29,421.61</u>
Department Operations			
023-201 · Supplies	377.97	400.00	-22.03
023-202 · Postage	300.00	343.00	-43.00
023-204 · Mileage	489.74	700.00	-210.26
023-419 · Park Maintenance	3,984.13	16,000.00	-12,015.87
023-422 · Fee Programs	8,804.76	13,000.00	-4,195.24
023-501 · Telephone	682.80	1,000.00	-317.20
023-502 · Electric	1,074.12	900.00	174.12
023-504 · Water/Sewer	1,064.00	1,350.00	-286.00
Total Department Operations	<u>16,777.52</u>	<u>33,693.00</u>	<u>-16,915.48</u>
Professional Development			
023-450 · Dues	99.00	100.00	-1.00
023-451 · Conferences	410.00	550.00	-140.00
023-452 · Training	0.00	100.00	-100.00
Total Professional Development	<u>509.00</u>	<u>750.00</u>	<u>-241.00</u>
Total 023-000 · PARK & REC	<u>108,705.91</u>	<u>155,284.00</u>	<u>-46,578.09</u>
Total E · Recreation	<u>108,705.91</u>	<u>155,284.00</u>	<u>-46,578.09</u>
Total Expense	<u>108,705.91</u>	<u>155,284.00</u>	<u>-46,578.09</u>
Net Ordinary Income	<u>-80,597.71</u>	<u>-123,034.00</u>	<u>42,436.29</u>
Net Income	<u><u>-80,597.71</u></u>	<u><u>-123,034.00</u></u>	<u><u>42,436.29</u></u>

TOWN OF KENT
Park and Recreation by month
July 2018 through April 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	TOTAL
Ordinary Income/Expense											
Income											
132-800 - Park & Recreation	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
132-810 - Park & Rec Pass	820.00	50.00	0.00	0.00	0.00	840.00	715.00	180.00	105.00	0.00	2,890.00
132-820 - Park & Rec Sports	0.00	0.00	975.00	10.00	0.00	245.00	140.00	5.00	30.00	0.00	1,405.00
132-830 - Park & Rec Classes	28.00	95.00	52.00	238.00	21.00	93.50	198.80	104.80	78.00	288.30	1,194.20
132-840 - Park & Rec Enrichment	0.00	30.00	0.00	1,889.50	1,332.50	1,865.00	2,195.00	928.50	1,256.50	1,266.00	10,363.00
132-850 - Park & Rec Enrichment Camp	3,850.00	4,940.00	2,690.00	282.50	21.00	62.50	0.00	0.00	0.00	0.00	11,826.00
132-860 - Bus Trips & Programs	295.00	0.00	0.00	0.00	95.00	0.00	0.00	0.00	0.00	0.00	380.00
Total Income	4,981.00	5,115.00	3,717.00	2,451.00	1,469.50	2,906.00	3,248.60	1,198.30	1,469.50	1,552.30	28,108.20
Gross Profit	4,981.00	5,115.00	3,717.00	2,451.00	1,469.50	2,906.00	3,248.60	1,198.30	1,469.50	1,552.30	28,108.20
Expense											
E - Recreation											
023-000 - PARK & REC											
Compensation											
023-101 - Salary Director	3,885.52	4,858.90	3,885.52	3,885.52	4,858.90	3,885.52	4,858.90	3,885.52	3,885.52	3,885.52	41,769.34
023-102 - Hourly Employees	9,512.01	11,048.13	1,063.75	1,234.78	1,321.84	1,641.84	1,229.28	993.38	1,420.08	986.38	30,479.43
023-996 - Health	2,440.04	1,058.12	979.04	1,057.99	1,034.90	2,208.34	-115.45	1,121.15	2,063.73	-30.91	11,836.95
023-997 - Pension	0.00	0.00	837.03	0.00	0.00	848.30	0.00	0.00	631.40	0.00	1,918.73
023-998 - Social Security	995.82	1,207.78	373.51	384.29	485.03	415.78	457.96	385.84	398.81	352.14	5,416.94
Total Compensation	16,833.39	18,168.91	6,966.85	6,562.58	7,678.67	8,799.78	6,428.67	6,365.89	8,419.54	5,193.13	91,419.39
Department Operations											
023-201 - Supplies	53.67	0.00	104.76	0.00	23.99	0.00	0.00	5.98	137.98	51.59	377.97
023-202 - Postage	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00
023-204 - Mileage	0.00	0.00	0.00	0.00	297.57	0.00	0.00	0.00	192.17	0.00	489.74
023-419 - Park Maintenance	1,108.32	1,068.33	478.95	25.56	0.00	350.00	0.00	0.00	0.00	954.97	3,984.13
023-422 - Fee Programs	1,580.18	719.24	893.32	890.22	517.38	680.35	394.94	201.88	741.81	2,185.46	8,804.76
023-601 - Telephone	62.31	82.27	35.99	31.55	291.78	32.81	35.38	35.47	38.52	36.74	682.80
023-602 - Electric	141.19	148.58	122.28	88.55	88.43	88.11	88.24	88.00	132.59	88.15	1,074.12
023-604 - Water/Sewer	0.00	412.30	329.84	321.88	0.00	0.00	0.00	0.00	0.00	0.00	1,064.00
Total Department Operations	2,945.67	2,430.72	1,963.14	1,357.74	1,519.13	1,151.27	518.54	331.33	1,243.07	3,318.91	16,777.52
Professional Development											
023-450 - Dues	99.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.00
023-451 - Conferences	0.00	410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	410.00
Total Professional Development	99.00	410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	509.00
Total 023-000 - PARK & REC	19,878.06	21,009.63	8,931.99	7,920.30	9,197.80	9,951.05	6,947.21	6,697.22	9,662.61	8,510.04	108,705.91
Total E - Recreation	19,878.06	21,009.63	8,931.99	7,920.30	9,197.80	9,951.05	6,947.21	6,697.22	9,662.61	8,510.04	108,705.91
Total Expense	19,878.06	21,009.63	8,931.99	7,920.30	9,197.80	9,951.05	6,947.21	6,697.22	9,662.61	8,510.04	108,705.91
Net Ordinary Income	-14,897.06	-15,894.63	-5,214.99	-5,469.30	-7,728.30	-7,045.05	-3,698.61	-5,498.92	-8,193.11	-6,957.74	-80,597.71
Net Income	-14,897.06	-15,894.63	-5,214.99	-5,469.30	-7,728.30	-7,045.05	-3,698.61	-5,498.92	-8,193.11	-6,957.74	-80,597.71

TOWN OF KENT
Park and Recreation Detail
April 2019

Type	Date	Num	Name	Memo	Amount
E - Recreation					
023-000 - PARK & REC					
Compensation					
023-101 - Salary Director					
Pay...	04/04/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	04/11/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	04/18/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	04/25/2019	DirDep	Ferris (DirDep), Lesly		971.38
Total 023-101 - Salary Director					3,885.52
023-102 - Hourly Employees					
Pay...	04/04/2019	610106	Herde, Charlotte		82.50
Pay...	04/04/2019	DirDep	Leach (DirDep), Meg...		72.00
Pay...	04/04/2019	DirDep	Vizzari (DirDep), Sus...		153.13
Pay...	04/11/2019	610142	Herde, Charlotte		27.50
Pay...	04/11/2019	DirDep	Leach (DirDep), Meg...		72.00
Pay...	04/11/2019	DirDep	Vizzari (DirDep), Sus...		157.50
Pay...	04/18/2019	610184	Herde, Charlotte		85.25
Pay...	04/18/2019	DirDep	Leach (DirDep), Meg...		144.00
Pay...	04/18/2019	DirDep	Vizzari (DirDep), Sus...		192.50
Total 023-102 - Hourly Employees					986.38
023-996 - Health					
Bill	04/01/2019	TM05728703	Metlife Small Busine...	L. Ferris - Dental Insurance Premium - April 2019	56.00
Bill	04/01/2019	TM05590707	Metlife Small Busine...	L. Ferris - Life Insurance Premium - April 2019	5.45
Liab...	04/30/2019	EOM Recordi	Aetna	L Ferris payroll withholding	-63.16
Liab...	04/30/2019	ADJ	Salisbury Bank	post payroll withholding for H.S.A. to net expense Ferris	-29.20
Total 023-996 - Health					-30.91
023-998 - Social Security					
Gen...	04/30/2019	45036	Ferris, L		276.68
Gen...	04/30/2019	45036	Herde, C		14.93
Gen...	04/30/2019	45036	Leach, M		22.04
Gen...	04/30/2019	45036	Vizzari, S		38.49
Total 023-998 - Social Security					352.14
Total Compensation					5,193.13
Department Operations					
023-201 - Supplies					
Bill	04/16/2019	6645545	Quill Corporation	PR: supplies	51.59
Total 023-201 - Supplies					51.59
023-419 - Park Maintenance					
Bill	04/05/2019	38068223	Bartlett Tree Experts	PR: Swift Lane tree work	900.00
Bill	04/24/2019	120002	Ace Hardware of Kent	PR: padlocks	54.97
Total 023-419 - Park Maintenance					954.97
023-422 - Fee Programs					
Bill	04/01/2019	27	Davis IGA, Inc.	PR: ASP snacks	129.88
Che...	04/02/2019	AWD	GoDaddy	PR: domain name renewal: Kentctparkandrecreation.com	36.34
Bill	04/03/2019	435873968367	Amazon	P/R: easter bunny costume	125.22
Bill	04/04/2019	reimburse Egg Hunt	Ferris, Lesly~	PR: reimbursement for Egg Hunt supplies	114.73
Bill	04/15/2019	Egg Hunt reimburse	Ferris, Lesly~	PR: reimbursement for Easter Egg Hunt supplies	23.80
Bill	04/16/2019	6637484	Quill Corporation	PR: supplies	32.99
Bill	04/22/2019	8162	Textile Graphics	PR: baseball uniforms	1,147.50
Bill	04/29/2019	5899-43598	LeagueAthletics.Com...	PR: website hosting	575.00
Total 023-422 - Fee Programs					2,185.46
023-501 - Telephone					
Bill	04/02/2019	3442040219	Charter Communicati...	PR.: Internet 3/24-4/23/19	4.65
Bill	04/21/2019	860927462712317...	Frontier Communicat...	PR: Telephone Service 4/21/19 - 5/20/19	32.09
Total 023-501 - Telephone					36.74
023-502 - Electric					
Bill	04/15/2019	51337386049	Eversource	PR: period of 3/14/19 - 4/12/19	43.89
Bill	04/17/2019	51039555073	Eversource	PR: Pavilion period of 3/15 - 4/16/19	44.26
Total 023-502 - Electric					88.15
Total Department Operations					3,316.91
Total 023-000 - PARK & REC					8,510.04

5:18 PM
05/16/19

TOWN OF KENT
Park and Recreation Detail
April 2019

Type	Date	Num	Name	Memo	Amount
Total E - Recreation					8,510.04
TOTAL					8,510.04